



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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December 08, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS MANAGED CARE SERVICES REORGANIZATION STUDY (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in the Department of Health Services (DHS) to implement findings of the My Health Los Angeles (MHLA) Program Reorganization Study.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 23 ordinance positions in DHS as part of the implementation of MHLA Program reorganization within Managed Care Services (MCS).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system.

Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

My Health Los Angeles (MHLA) Program Reorganization Study

On November 5, 2013, your Board initially approved the reclassification of 124 positions within DHS-MCS to transform managed care services and respond to the massive health care delivery changes required by the California 1115 Medicaid Waiver and the impending national health reform.

With this letter and ordinance, the Department of Health Services (DHS) is continuing to restructure and reclassify existing budgeted positions to implement the MHLA Program, which was approved by the Board on September 23, 2014. The MHLA Program was launched on October 1, 2014 to provide an improved health care program to thousands of low income residents ineligible for health insurance under the federal Affordable Care Act. MHLA is a County-sponsored program, which provides primary and specialty care services to qualified residents.

We have reviewed a total of 28 ordinance positions within DHS-MCS and DHS Administration, of which 23 are being reclassified. These actions will provide the department with the appropriate position allocations and organizational structure.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual savings for the 23 budgeted positions that will be reclassified is estimated to total \$29,608 and there is no Net County cost. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for DHS. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the Department of Health Services through the proper classification and compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai".

SACHI A. HAMAI
Chief Executive Officer

SAH:RM:SJM
AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

**RECOMMENDED RECLASSIFICATIONS FOR
MANAGED CARE SERVICES REORGANIZATION STUDY POSITIONS**

HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary	CEO Approved Location
1	Assistant Staff Analyst, Health Services Item No. 4595A NM 94F Non-Represented	Management Analyst Item No. 1848A NM 88F Non-Represented	MHLA Program – Contract Administration
1	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	Intermediate Clerk Item No. 1138A NMV 64B Represented	MHLA Program – Contract Administration
1	Senior Secretary II Item No. 2101A NM 80A Non-Represented	Supervising Clerk Item No. 1174A NMV 68G Represented	MHLA Program – Administrative Support
1	Senior Secretary IV Item No. 2103A NM 84A Non-Represented	Secretary IV Item No. 2097A NMV 75K Represented	MHLA Program – Administration

**RECOMMENDED RECLASSIFICATIONS FOR
MANAGED CARE SERVICES REORGANIZATION STUDY POSITIONS**

HEALTH SERVICES – MANAGED CARE SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary	CEO Approved Location
1	Administrative Assistant III Item No. 0889A NM 88A Represented	Intermediate Clerk Item No. 1138A NMV 64B Represented	MHLA Program – Administrative Support
1	Assistant Staff Analyst, Health Services Item No. 4595A NM 94F Non-Represented	Management Analyst Item No. 1848A NM 88F Non-Represented	MHLA Program – Contract Administration
9	Community Health Plan Marketing Representative Item No. 9180A NM 80E Represented	3 - Patient Financial Services Control Worker (Non-Megaflex) Item No. 9188A NM 78H Represented 3 - Patient Financial Services Worker Item No. 9193A NM 75A Represented 3 - Staff Development Specialist, Health Services Item No. 9144A NM 89C Non-Represented	3 - MHLA Program – Audit Team 3 - MHLA Program – Subject Matter Experts 3 - MHLA Program - Training Team
2	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	Intermediate Clerk Item No. 1138A NMV 64B Represented	1 - MHLA Program – Contract Administration 1 - MHLA Program – Administrative Support

**RECOMMENDED RECLASSIFICATIONS FOR
MANAGED CARE SERVICES REORGANIZATION STUDY POSITIONS**


HEALTH SERVICES – MANAGED CARE SERVICES (Continued)

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
2	Patient Resources Worker Item No. 9192A N3M 67A Represented	1 - Patient Financial Services Control Worker (Non-Megaflex) Item No. 9188A NM 78H Represented 1 - Staff Development Specialist, Health Services Item No. 9144A NM 89C Non-Represented	1 - MHLA Program – Audit Team 1 - MHLA Program – Training Team
1	Senior Typist-Clerk Item No. 2216A NMV 69F Represented	Intermediate Clerk Item No. 1138A NMV 64B Represented	MHLA Program – Administrative Support
2	Staff Analyst, Health Item No. 4593A NM 98F Non-Represented	1 - Management Analyst Item No. 1848A NM 88F Non-Represented 1 - Senior Staff Analyst, Health Item No. 4594A NM 105G Non-Represented	1 - MHLA Program – Eligibility Enrollment 1 - MHLA Program – Eligibility Enrollment
1	Supervising Community Health Plan Marketing Representative Item No. 9183A NM 82B Represented	Patient Financial Services Control Supervisor Item No. 9191A NM 82J Non-Represented	MHLA Program – Audit Team

ANALYSIS

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by adding, deleting, and/or changing certain classifications and number of ordinance positions in the Department of Health Services.

MARY C. WICKHAM
Interim County Counsel

By: 
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:ctj

Requested: 11/4/15
Revised: 11/4/15
11/9/15

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in the Department of Health Services to implement the findings of a classification study.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2097A</u>	<u>1</u>	<u>SECRETARY IV</u>

SECTION 2. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4595A	24 <u>20</u>	ASSISTANT STAFF ANALYST,HLTH SERVS
1138A	24 <u>22</u>	INTERMEDIATE CLERK
2214A	68 <u>67</u>	INTERMEDIATE TYPIST-CLERK
1848A	40 <u>41</u>	MANAGEMENT ANALYST
2101A	46 <u>15</u>	SENIOR SECRETARY II

2103A 8 7 SENIOR SECRETARY IV

1174A 4 2 SUPERVISING CLERK

SECTION 3. Section 6.78.030 (Department of Health Services – Managed care services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	2	INTERMEDIATE TYPIST CLERK
9183A	4	SUPVG CMTY HLTH PLAN MARKETING REP

SECTION 4. Section 6.78.030 (Department of Health Services – Managed care services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1848A</u>	<u>2</u>	<u>MANAGEMENT ANALYST</u>
<u>9191A</u>	<u>1</u>	<u>PATIENT FINANCIAL SERVS CONT SUPVR</u>
<u>9188A</u>	<u>4</u>	<u>PAT FIN SVCS CONT WKR(NON-MEGAFLEX)</u>
<u>9193A</u>	<u>3</u>	<u>PATIENT FINANCIAL SERVS WORKER</u>
<u>9144A</u>	<u>4</u>	<u>STAFF DEVELOPMENT SPECIALIST,HS</u>

SECTION 5. Section 6.78.030 (Department of Health Services – Managed care services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0889A	2	<u>1</u>	ADMINISTRATIVE ASSISTANT III
4595A	7	<u>6</u>	ASSISTANT STAFF ANALYST,HLTH SERV
9180A	44	<u>5</u>	COMMUNITY HEALTH PLAN MARKETING REP
1138A	47	<u>21</u>	INTERMEDIATE CLERK
9192A	45	<u>13</u>	PATIENT RESOURCES WORKER
4594A	3	<u>4</u>	SENIOR STAFF ANALYST,HEALTH
2216A	34	<u>30</u>	SENIOR TYPIST-CLERK
4593A	24	<u>19</u>	STAFF ANALYST,HEALTH

SECTION 6. Pursuant to Government Code Section 25123, this ordinance shall become effective 30 days from the date of final passage.

[RECLASSDEC2015KPCEO]